

TAB

SPEAKER INDEX

date

Speaker's name | position/title/job

Speaker's office and component

biographic data attached	filed (place)
correspondence attached	filed (place)

Course title | Lecture length

General subject of lecture | taped

Specific subject of lecture | typed

E In checking these items, consider only  
V the speaker's presentation in this course  
A on this particular subject, irrespective  
L of general competence in speaking or  
U other fields. If you would like to  
A qualify any checked item (e.g., to ex-  
T plain why this lecture may have been  
I less valuable to this particular group  
O than to some other) please do so under  
N "COMMENTS".

	Content	Value	Delivery effectiveness
	little		difficulties noted
	limited		detracted somewhat
	definite		no difficulties noted
	high		good
	outstanding		outstanding

COMMENTS (Use and condition of graphics, visual aids, etc.)

SUBMITTED BY | APPROVED AND FORWARDED  
Name, Title, School or Staff | Name of School or Staff Chief

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